

## PROJECT COMMITTEE

### FORMAL APPLICATION FORM AND CHECKLIST

Project Title: \_\_\_\_\_

Applicant (State Agency or Local Jurisdiction/Department): \_\_\_\_\_

\_\_\_\_\_

Project Address: \_\_\_\_\_

County/Town: \_\_\_\_\_

**Before completing the rest of this form, have you:**

- Consulted with the Critical Area Commission?
- Determined what review process is required for your project?
- Met the Public Notice requirements for advertisement and posting?

A complete submittal package is required in order for Commission staff to accept an application for processing by the Commission. A complete submittal package includes the following information:

1. This completed checklist and supporting documentation
2. Maps, Site Plans, and Planting Plans
3. Evidence of [Public Notice](#), including:
  - a. Copy of the Newspaper Ad (if required)
  - b. Photograph of posting of the site
  - c. Copies of all comments received
4. For all State Projects, and Local Projects within the [Intensely Developed Area \(IDA\)](#), information demonstrating compliance with the 10% pollutant reduction rule.
5. If applicable, proposed mitigation measures and associated plans including the [Planting Agreement Form](#).
6. If applicable, final sediment and erosion control approval and stormwater management approval or concept approval.

7. If applicable, all Maryland Department of Environment tidal and nontidal wetland authorizations and correspondence from the Maryland Department of Natural Resources Wildlife and Heritage Service and the Maryland Historic Trust.
8. If a State project, information demonstrating [consideration of climate resiliency](#) and any associated Coast Smart Construction Program documentation.
9. If applicable, a completed [Conditional Approval Response Form](#).

## APPLICATION CHECKLIST

### **General Project Information**

Please include the following text information, if applicable to the site, in the project application materials. This information may be included in the form of summary documents, letters, reports, or site plan notes.

_____ <b>Project name and location</b>	_____ <b>Soil erosion and sediment control measures and implementation strategy</b>
_____ <b>Project Purpose</b>	_____ <b>Lot coverage information</b>
_____ <b>Agency sponsoring project</b>	_____ <b>Mitigation required for clearing of forest area</b>
_____ <b>Project description</b>	_____ <b>Mitigation required for impacts to the Buffer</b>
_____ <b>Anticipated timeline</b>	_____ <b>Afforested area</b>
_____ <b>Total acreage in Critical Area</b>	_____ <b>Climate Resilience Summary Statement (State Projects Only)</b>
_____ <b>Total forest area cleared</b>	
_____ <b>Method of stormwater control</b>	
_____ <b>Area of Disturbance within Buffer</b>	
_____ <b>Area of Canopy Clearing within Buffer</b>	
_____ <b>10% Stormwater Rule Draft ESD Spreadsheet</b>	

### **General Mapping Features**

Please include the following features on all site plans:

_____ <b>Vicinity map</b>	_____ <b>Existing and proposed lot coverage and utilities</b>
_____ <b>Project boundary</b>	- Buildings, roads, paved areas or other areas of lot coverage, parking lots, storm drains, septic areas, stormwater management systems, and shore erosion control structures
_____ <b>Scale</b>	_____ <b>Limit of Disturbance</b>
_____ <b>Orientation</b>	
_____ <b>Project Name and Location</b>	
_____ <b>Tract or lot lines</b>	
_____ <b>Critical Area boundary (Breakdown by IDA, LDA, RCA)</b>	

_____ <b>Limit of Disturbance within Buffer</b>	- Including steep slopes (15% or greater) and proposed grading.
_____ <b>Forest and Developed Woodlands</b>	_____ <b>Soil</b>
- Existing forest/dev woodland area	- Type
- Proposed clearing	- Area of hydric soils
- Afforestation/Reforestation	- Area of highly erodible soils
- Mitigation Areas	_____ <b>Agricultural lands</b>
_____ <b>Area of canopy clearing within Buffer</b>	_____ <b>Dredging activity and spoil site</b>
_____ <b>Topography</b>	_____ <b>Surface mining sites and wash plants</b>

### **Habitat Protection and other Sensitive Area Mapping Features**

In addition to showing the following features on the plan, review and comment is required from the associated State or Federal Agency including: MDE, DNR, USFWS, and US Army Corps of Engineers.

_____ <b>Buffers:</b>	_____ <b>Threatened and Endangered Species, Species in need of conservation</b>
- Minimum 100 ft. from tidal waters, landward edge of tidal wetlands and tributary streams	
- Expanded Buffer to include 15% or greater slopes, hydric soils and highly erodible soils	_____ <b>Plant and Wildlife Habitats</b>
- 25 ft. from nontidal wetlands	- Colonial waterbird nesting sites, historic waterfowl staging and concentration areas, riparian forest, forest interior dwelling bird habitat, areas of state or local significance, and natural heritage areas
_____ <b>Tidal Wetlands</b>	
_____ <b>Nontidal Wetlands</b>	_____ <b>Anadromous Fish Propagation Waters</b>

### **Mitigation Plan Requirements**

If mitigation is required as a result of the project, the submittal must include information on how the mitigation will be met and any proposed Buffer Management Plan, Forest Mitigation Plan, mitigation bank credit use agreement, and/or fee-in-lieu payment receipt to demonstrate compliance with the requirement.

### **Mitigation Plan Requirements:**

- \_\_\_\_\_ A plan drawn to scale showing:
  - Limit of disturbance
  - Total area of canopy cover removed
  - Arrangement of the proposed planting
  
- \_\_\_\_\_ A landscape schedule that meets the planting standards outlined in COMAR 27.01.09.01-2 and that includes:
  - Species type
  - Quantity of plants
  - Size of plants proposed
  - Proposed planting date
  
- \_\_\_\_\_ A maintenance plan that includes:
  - Invasive species and pest control practices
  - Watering schedule
  - Signature of the responsible party
  - Provisions for a minimum of 2 years of monitoring.
  - A reinforcement planting provision if survival rates fall below 80%.
  
- \_\_\_\_\_ A Planting Agreement Form.

### **Minimum Documentation Requirements**

Copies of the following permits/documents should be included in the application package or must be in their final stages (i.e., public comment period completed, permit conditions in final form), if applicable to the site.

#### **\_\_\_\_\_ Maryland Department of the Environment (MDE)**

##### **\_\_\_\_\_ *Tidal wetlands approval***

Tracking #: \_\_\_\_\_ License #: \_\_\_\_\_  
Application Submission Date: \_\_\_\_\_  
Approval Status: Pending \_\_\_\_\_ Issued \_\_\_\_\_

##### **\_\_\_\_\_ Nontidal wetlands and waterways approval**

Tracking #: \_\_\_\_\_ License #: \_\_\_\_\_  
Application Submission Date: \_\_\_\_\_  
Approval Status: Pending \_\_\_\_\_ Issued \_\_\_\_\_

##### **\_\_\_\_\_ Water Quality Certification**

Tracking #: \_\_\_\_\_ License #: \_\_\_\_\_

Application Submission Date:

Approval Status: Pending \_\_\_\_\_ Issued \_\_\_\_\_

\_\_\_\_\_ Stormwater Management approval

Tracking #: \_\_\_\_\_ License #:

Application Submission Date:

Approval Status: Pending \_\_\_\_\_ Issued \_\_\_\_\_

\_\_\_\_\_ Sediment and erosion control plan approval

Tracking #: \_\_\_\_\_ License #:

Application Submission Date:

Approval Status: Pending \_\_\_\_\_ Issued \_\_\_\_\_

\_\_\_\_\_ **U.S. Army Corps of Engineers (ACOE) Permit**

Permit Type:

\_\_\_\_\_ Nationwide Permit

\_\_\_\_\_ Regional General Permit

\_\_\_\_\_ State Programmatic General Permit

\_\_\_\_\_ Standard Individual Permit

\_\_\_\_\_ Letter of Permission

Tracking #: \_\_\_\_\_ Authorization #:

Application Submission Date:

Approval Status: Pending \_\_\_\_\_ Issued \_\_\_\_\_

\_\_\_\_\_ **Maryland Department of Natural Resources (DNR)**

\_\_\_\_\_ Environmental Review letter

Date Submitted:

\_\_\_\_\_ Wildlife and Heritage Service review letter

Date Submitted:

\_\_\_\_\_ **Maryland Historical Trust (MHT)**

\_\_\_\_\_ Review letter

Date Submitted: